

# NATIONWIDE ARMY GUARD AGR OTOT VACANCY ANNOUNCEMENT

<b>MISSOURI NATIONAL GUARD HUMAN RESOURCES OFFICE ATTN: NGMO-HRD-AGR 2302 MILITIA DRIVE JEFFERSON CITY, MO 65101-1203</b>	<b>ANNOUNCEMENT NUMBER: A13-149</b>  <b>OPENING DATE: 10 OCTOBER 2013</b>  <b>CLOSING DATE: 23 OCTOBER 2013</b>
<b>TELEPHONE NUMBERS:</b> Commercial (573) 638-9500 ext. 7498 or (573) 638-9674 DSN 555-9500 ext. 7498 or 555-9674 Website: <a href="http://www.moguard.com">http://www.moguard.com</a>	<input type="checkbox"/> Permanent Change of Station (PCS) is not authorized for this position. <input checked="" type="checkbox"/> Permanent Change of Station (PCS) may be authorized if in the best interest of the government.
<b>POSITION TITLE, MOS AND GRADE:</b>  <b>OPERATIONS SGM (J3)                      MOS: 00F(MOS Immaterial) SGM/E9</b>	<b>LOCATION:</b>  <b>JFHQ-J3 JEFFERSON CITY, MO</b>
<b>ADDITIONAL INFORMATION: THIS IS A ONE TIME OCCASSIONAL TOUR (OTOT) NOT TO EXCEED 3 YEARS TECHNICIANS WHO ACCEPT EMPLOYMENT INTO THE AGR PROGRAM WILL BE SEPARATED FROM THE TECHNICIAN PROGRAM IN A "SEPARATION-US" STATUS.</b>	<b>FOR MORE INFORMATION:</b>  <b>COL Findley, John 573-638-9500 ext. 9659</b>
<b>WHO CAN APPLY:</b>  <p style="text-align: center;"><b>APPLICATIONS WILL BE ACCEPTED ONLY FROM:</b></p> <p>Army National Guard Applicants Only. All Sources: M-Day, Technician and AGR (Title 10 and Title 32) who are SGM/E9 may apply. In an effort to ensure that the Missouri National Guard is taking every effort to protect Personally Identifiable Information (PII), all full-time personnel with access to PII, regardless of their PMOS, are required to possess a final SECRET security clearance.</p> <p style="text-align: center;"><b><u>ADDITIONAL REQUIREMENTS</u></b>  <i><b><u>(If you do not meet all of these requirements, your application will be rejected.)</u></b></i></p> <p><b><u>MILITARY OCCUPATION SPECIALTY (MOS): 00F.</u></b> (NOTE) Must meet the qualifications of current MOS. Individual selected for this position will be required to satisfy a stabilization period IAW current HRO guidance. Applications will be accepted from individuals who meet the prerequisites outlined in NGR 600-5, DA PAM 611-21 and AR 135-18.</p> <p><b><u>CURRENT MILITARY GRADE REQUIREMENTS:</u></b> SGM/E9 may apply. If an M-Day or technician is selected for the position, the following applies: This will be a one-time occasional three year tour.</p> <p><b><u>SECURITY CLEARANCE:</u></b> SECRET. The State J-2 must be provided evidence of a secret clearance.</p> <p><b><u>APPLICANTS MUST AT APPLICATION TIME:</u></b></p> <ol style="list-style-type: none"> <li>1. Be able to pass the Standard Army Physical Fitness Test (APFT).</li> <li>2. Be at least 18 years of age or not have reached your 55th birthday. Must not be receiving any military retired pay.</li> <li>3. Be able to serve at least three years on active duty status prior to completing 18 years Active Federal Service and be able to serve three years on active duty prior to mandatory removal based on age or service.</li> <li>4. Meet physical standards IAW Chapter 3, AR 40-501 (Retention Standards). Must meet height and weight standards of AR 600-9. Must be medically certified as drug free and test negative for HIV in accordance with AR 40-501 and AR 600-110. Must have current MOS Medical Retention Board (MMRB) if required.</li> <li>5. Not have been involuntarily released from AD or FTNGD including AGR status or resigned in lieu of adverse personnel action. If voluntarily released from the AGR program, one year must have elapsed since the date of the release.</li> <li>6. Not have any unfavorable personnel actions pending (Flagged), IAW AR 600-8-2 and AR 135-18.</li> <li>7. Must be a United States citizen to apply.</li> </ol> <p style="text-align: center;"><input type="checkbox"/> NOTE: MISSOURI ARMY NATIONAL GUARD MEMBERSHIP IS REQUIRED. <input type="checkbox"/></p>	

## **MINIMUM QUALIFICATIONS:**

- a. Currently hold the grade of E9.

- b. Required a secret clearance IAW appropriate regulation.
- c. Meet the prerequisites outlined in NGR 600-5, DA Pam 611-21 and AR 135-18.
- d. Must be eligible to become a member of the Missouri Army National Guard.
- e. Applicants with 3 or greater in PULHES must have a MOS Medical Retention Board IAW 600-60.

**BRIEF DESCRIPTION OF DUTIES:** Provides coaching and mentorship to subordinates with emphasis on NCO professional development; provides advice and initiates recommendations to the G3 on all enlisted matters and subordinate Senior Command; responsible for coordinating enlisted career development and manning moves throughout the G3; interfaces and coordinates the MOARNG's DSCA plans, operations and procedures with local, state and federal organizations.

**RESPONSIBILITIES:** Provides technical guidance and assistance to subordinate elements, the headquarters operations section, and other staff sections in planning, coordinating, preparing, conducting, and documenting individual and collective training. Assists in the development and review of training directives, deployment planning and readiness reporting. Conducts command readiness inspections and other evaluations of subordinate training operations, security, and deployment readiness planning. Determines appropriate corrective actions for identified deficiencies and issues guidance to subordinate organizations. Conducts and/or coordinates assistance visits in all areas of training management. Reviews training schedules, circulars, and yearly training plans to ensure they are commensurate with the commander's priorities and higher headquarters guidance. Performs research and provides recommendations utilized by the G3 in issuance of yearly training guidance necessary to create or modify subordinate organization's mission essential task lists. Coordinates logistical and administrative support of internal/external evaluation and assistance teams. Implements and coordinates the execution of full or partial deployment plans. Reviews and provides technical guidance for proper preparation of subordinate organization's training assessments. SME on automated training management systems (i.e. AFCOS, ATRRS, AFAM, DTMS, TAMIS-R) used to resource the training requirements of MOARNG units. Assists in planning and administering training programs for MOARNG. Advises leadership on training management policies; develops training publications and provides guidance to MOARNG units on training management. Areas of special emphasis: DMOSQ, JOC Operations, Senior Command Interaction, Staff Coordination, Process Improvement, Strategic Plan Development.

### **ADDITIONAL INFORMATION**

**MANDATORY TRAINING:** This position may require mandatory formal training for full time support (FTS) personnel. Check with your unit or AGR Management Office for training requirements. Failure to complete the NGB prescribed courses at the Professional Education Center (PEC) for FTS personnel within the first year of employment or reassignment may be cause for reassignment or termination.

## **IMPORTANT NOTICE**

**Due to the increased volume of AGR applications, incomplete packets will not be considered for AGR selection.**

**Applications will be screened after the job closing date, not prior. Please review your application for accuracy prior to submission to HRO. Nothing will be added to the application after the COB on the closing date.**

### **INSTRUCTIONS FOR APPLYING**

**INDIVIDUALS MUST SUBMIT THE FOLLOWING REQUIRED DOCUMENTS:**

- 1. NGB Form 34-1 (Application for Active Guard Reserve (AGR) Position). ENSURE position announcement number and position title are completed. This form must be dated and signed. An explanation sheet must be attached explaining any "YES" answers (except 9 & 10).**
- 2. Copy of the last 5 years DA Form 705 (Army Physical Fitness Test Score Card). The latest APFT must have been taken within the past 6 months for AGRs and last 12 months for M-Day and Technicians.**
- 3. Copy of signed Enlisted Record Brief.**
- 4. Copy of your DA Form 3349 (Physical Profile) and MOS Medical Retention Board (MMRB) results (if applicable).**
- 5. Copy of DA Form 5500-R (Body Fat Worksheet) if applicable.**
- 6. Copy of current MEDPROS/IMR (Individual Medical Readiness) (must show PHA date within last 12 months).**

7. Copies of the last 5 years NCOERs.
8. NGB Form 23 (Retirement Point Summary) and/or a Statement of Service.
9. All copies of all DD Form 214s (member copy 4) and NGB Form 22s.
10. Memorandum from unit stating whether or not unfavorable actions or flags are pending.
11. Memorandum from unit stating your current Security Clearance.

**If you are unable to provide any of the documents above, a memorandum must be submitted explaining why that document is not available or included.**

**CAUTION:** IF YOUR APPLICATION PACKET DOES NOT PROVIDE ALL THE INFORMATION REQUESTED ON THE FORMS AND DOCUMENTS LISTED ABOVE, YOU WILL LOSE CONSIDERATION FOR THE JOB. **ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED.** Applicants are responsible for maintaining a copy of their applications.

**COMPLETION OF APPLICATION:** Applicants must type or print in legible dark ink and SIGN and DATE the NGB Form 34-1. Failure to sign and date this form will result in rejection of the application. Complete applications MUST be physically received in the Human Resources Office by close of business on the closing date of the vacancy announcement. Applications received after close of business on the closing date of the vacancy announcement will be rejected. A separate application is required for each vacancy announcement.

**SUBMISSION OF APPLICATIONS:** Submit applications to: Missouri National Guard Headquarters, ATTN: JFMO-HRA, 2302 Militia Drive, Jefferson City, MO 65101-1203, or scan to: [ng.mo.moarng.mbx.jfmo-hrt-agr-job-applications@mail.mil](mailto:ng.mo.moarng.mbx.jfmo-hrt-agr-job-applications@mail.mil)

**EQUAL OPPORTUNITY:** The Missouri National Guard is an Equal Opportunity Employer. Personnel on Title 32 Tours will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender, or national origin, political affiliation, or any other non-merit factor.

**THIS ANNOUNCEMENT WILL BE CALLED TO THE ATTENTION OF ALL ASSIGNED PERSONNEL AND POSTED IN A TIMELY MANNER ON ALL BULLETIN BOARDS.**